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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Office of the Comptroller

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U. S. Department of Agriculture

June 28, 1934

TO:

FROM: Mr. John B. Payne, Comptroller.

SUBJECT: Expenditures on N.R.A. Code Work.

Under date of June 23, 1934 we transmitted to Hon. Harold L. Ickes, Administrator, Public Works Administration, a request for an allotment of \$316,000 for the fiscal year 1935 under the provisions of the National Industrial Recovery Act for the purpose of formulating codes of fair competition pursuant to the Executive Order of the President promulgated June 26, 1933, as amended by the Executive Order of the President dated January 8, 1934.

It is anticipated that the funds requested will be available at an early date, and all expenditures chargeable to codes in offices, divisions or sections engaged on code work should be charged directly against the appropriation received, commencing with expenditures incurred on July 1, 1934. You will be advised of the symbol and title of the new appropriation as soon as that information is procured. In the meantime it will suffice to designate the appropriation as "National Industrial Recovery, A.A.A. (N.R.A. Codes)" on requests for letters of authorization, requisitions for supplies and printing, and other expenditure items where the expenditures are applicable to code work.

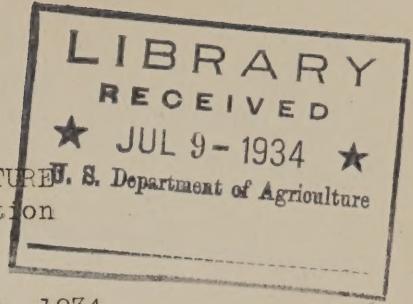
In the case of expenditures incurred after July 1, 1934 on letters of authorization which have already been issued under a different appropriation, the payrolls, and reimbursement or miscellaneous vouchers should bear a notation to the effect that the amounts involved are properly chargeable to the appropriation "National Industrial Recovery, A.A.A. (N.R.A. Codes)".

Your cooperation in this connection will be appreciated.

John B Payne
JOHN B. PAYNE,
Comptroller.

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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Office of the Comptroller



July 1, 1934

TO:

FROM: Mr. John B. Payne, Comptroller

SUBJECT: Changes in Code Numbers pursuant to General Office Orders No. 43 and 44.

Due to the consolidation of certain sections, it will be necessary to use new code numbers, effective July 1, 1934, in the instances enumerated below.

1. Transfer of Meat Processing Section to Commodities Purchase Section.

Code No. 210 will be used to designate the Commodities Purchase Section of the Commodities Division, and the following code numbers will be discontinued:

404 Meat Processing Section
404.1 Meat Processing Section - Chicago

2. Consolidation of Contract Records Section with Rental and Benefit Audit Section.

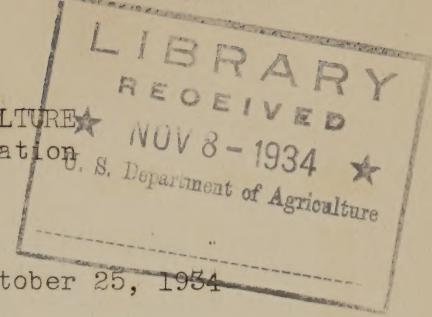
Code No. 114 will be used to designate the Rental and Benefit Audit Section of the Office of the Comptroller, and the following code number will be discontinued:

209 Contract Records Section

John B Payne
JOHN B. PAYNE,
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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Adjustment Administration
Office of the Comptroller



TO:

FROM: Mr. John B. Payne, Comptroller.

SUBJECT: Procedure for Charging Expenditures on N.R.A. Code Work.

The Accounting Section of the Agricultural Adjustment Administration has obtained from each division, office, or section engaged in N.R.A. code work, a list of the employees and the amount of their salaries chargeable to the appropriation "3-03/5640.22 National Industrial Recovery A.A.A. (N.R.A. Codes) 1933-1935" for the fiscal year 1935.

From these lists, the Accounting Section has prepared and furnished to the Administrative Audit Section, statements showing the pro-rata amounts of the Agricultural Adjustment Administration payrolls chargeable to N.R.A. Codes each pay period.

The Administrative Audit Section will use the statements furnished them, to charge the salaries applicable to N.R.A. code work against the appropriation "3-03/5640.22" for each pay period during the fiscal year 1935, which procedure, will exhaust \$223,695.00 of the \$316,000.00 appropriated, and will leave a balance of \$92,305.00 available for N.R.A. expenses other than salaries.

The responsibility of charging N.R.A. expenses other than salaries to the correct appropriation, must be borne by each section engaged in N.R.A. code work. Therefore, on each voucher, requisition, telegram, authorization, etc., pertaining to N.R.A. Codes, the section incurring the expense must indicate not only the section code number, but also the appropriation symbol "3-03/5640.22".

Sections making long distance telephone calls pertaining to N.R.A. Codes should inform the operator of the section's code number and the appropriation to be charged and if a certain percentage of the ordinary telephone expense of a section is chargeable to N.R.A. Codes, that percentage should be given to the Administrative Audit Section at the close of each month in order that the charges may be made accordingly.

It is imperative that all actual expenditures on N.R.A. code work be charged against the appropriation "3-03/5640.22" and that the above procedure be carefully followed. On the other hand, since there is only \$92,305.00 available for N.R.A. code expenses other than salaries, it is just as imperative that only those N.R.A. expenses actually incurred be charged.

John B Payne

JOHN B. PAYNE,
Comptroller.

